



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**DATE:** March 6, 2013

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – 2013/08**

**TO:** Open to All Qualified Candidates

**JOB TITLE:** **USAID PROJECT MANAGEMENT SPECIALIST  
(Monitoring and Evaluation Specialist)**

**WORK HOURS:** Full time position – 40 hours/week

**GRADE:** FSN-11 (with the possibility of hiring the employee at a trainee level)

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

## **BASIC FUNCTION OF THE POSITION:**

The Monitoring and Evaluation Specialist position is part of the USAID/Senegal Regional Mission. The Specialist will be based in Dakar. The Specialist's primary responsibility will be providing expertise on reviewing, monitoring, and evaluating the implementation of the Sahel JPC Strategy. The specialist serves as principal advisor to USAID/Senegal management, its partners, and customers on systems for monitoring, evaluating, and reporting on USAID development impact. The position is critical to the USAID commitment to "manage for results" and to meet the requirements of the Government Performance Reporting Act and ADS series 203. The incumbent will establish a network with local partners, regional development agencies and rural organizations, other donors programs and GON and GOBF agencies involving in agricultural and rural development sectors in the targeted regions.

USAID's Sahel JPC strategy for transformational development seeks to increase the resilience of chronically vulnerable people, households, communities and systems in targeted agro-pastoral and marginal agriculture livelihood zones in Niger and Burkina Faso, as well as Chad and Mauritania through increased sustainable well-being, strengthened institutions and governance, and improved nutrition and health. The incumbent will take an active, results-oriented role in monitoring and evaluating the Sahel JPC's program.

The incumbent will provide advice and counsel to the Deputy Regional Mission Director, Agriculture Officer, other Regional Technical Office team members, Regional Program Office team members, USAID staff in Niger, Burkina Faso, Chad, and Mauritania and other technical experts. The incumbent will develop and maintain comprehensive knowledge of current issues as they relate to monitoring and evaluation in the Sahel and will establish and maintain professional working relationships with local government agencies, local businesses, key implementing partners and local leaders.

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3/6/2013

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Monitoring and Evaluation (45%)**

1. The incumbent is an authority on USAID policies and systems to measure the performance of USAID/Senegal Regional Mission programs. Based on knowledge of state-of-the art performance monitoring techniques and the cultural, social, economic, and political aspects of development in Niger, Burkina Faso, Chad and Mauritania, the Monitoring and Evaluation Specialist identifies, designs, and implements performance monitoring, evaluation, and reporting systems for programs and activities supported by USAID and its customers. This entails, but not limited to, the following tasks:

- Conceptualization and detailed planning for monitoring, evaluating, and reporting on the people-level impact of USAID country programs;
- Development and updating of performance management tools such as performance monitoring plan, performance data table, and performance indicator reference sheets;
- Designing activity performance monitoring systems including the design, implementation, and analysis of baseline surveys, rapid reconnaissance surveys, tracer studies, intermittent panel surveys, opinion polls, and other social/economic assessment methodologies as required;
- Helping client organizations to use and/or analyze data;
- Appraisal of the institutional context for information generation, management, and utilization;
- Training USAID, host Country, and NGO staff responsible for implementation of such performance monitoring/evaluation, and monitoring systems;
- Actively researching developments of new techniques and approaches in performance monitoring.

2. The incumbent ensures to the extent possible, that USAID-supported or managed systems incorporate information already generated by other organizations.

3. The incumbent develops definitions and concepts for data-assembling processes essential to tracking progress on the broad range of development activities. S/he also conducts periodic spot-checks to appraise the quality of performance data reported to USAID.

4. The incumbent performs the following analytical tasks related to improving the quality and use of empirical data for program/project monitoring, evaluation and reporting:

- Appraises the constraints to and identifies solutions for the effective generation, management and application of relevant data for the monitoring and evaluation of development programs/activities in Niger, Burkina Faso, Mauritania and Chad.





- Appraises the potential for efforts to develop and/or employ more efficient or more sophisticated empirical data collection methods, analysis and reporting than those currently used in USAID/Senegal Regional Mission programs.

5. The incumbent ensures that USAID-supported information systems to monitor, evaluate, and report on the progress and impact of program activities are conceptually sound, appropriately rigorous, cost-effective, and user-friendly. This typically includes:

- Issuance of background analyses of the information environment in which activities are being designed and implemented;
- Conducting feasibility studies;
- Issuance/review of terms of reference for efforts designed to improve information systems;
- Collaborating in the implementation of such efforts.

6. The incumbent represents USAID/Senegal Regional Mission to host country officials, regional institutions (such as ECOWAS and CILLS) and other customers as s/he performs her/his other major duties and responsibilities.

7. Serves as Contracting or Assistance Officer Technical Representative (AOR/COR) for Mission contract and grant activities related to evaluations, assessments and analytical studies. Technical Teams may undertake evaluations, assessments and/or analytical studies within their respective technical fields for which the M&E Specialist will be the AOR/COR. Provides technical guidance to contractors and grantees with the scope of the agreements. Inspects and accepts deliverables from contractors/grantees on behalf of the Mission.

### **Analytical Activities (25%)**

1. The incumbent works closely with the USAID/Senegal Regional Mission to (a) develop, implement, and periodically reappraise the continuing validity of an analytical agenda; and (b) design strategic activities.

2. S/he develops a series of case studies to illustrate innovative ways of development performance, impact monitoring, evaluation and reporting which incorporates a range of different approaches to the task;

3. Advises and/or trains the implementing partners on data and analytical requirements and ensures that the data submitted conforms to standardized data format and content requirements, as specified in contracts and grants for easy input into the USAID/Senegal Regional Mission monitoring and evaluation plans.

4. Writes analytical or summary reports for the USAID/Senegal Regional Mission Program Office and Technical Team Leaders, as required. Reports may include analysis related to the analytical agenda or Results Reports.
5. Provides analytical guidance and support to USAID/Senegal Regional Mission in completing annual performance reports on schedule.

#### **Program Administration and Technical Support**

**(30%)**

1. Ensures that any activities considered under USAID/Senegal Regional Mission Technical Teams fully capitalize on the multiple synergies among the teams in the monitoring and evaluation plans in order to achieve synergistic results.
2. Appraises and reviews implementing partners' data collection and tracking systems to assure (a) consistency among implementing partners, and (b) compliance with the established format, content and process of data reporting, as defined by the USAID/Senegal Regional Mission Program and Technical Offices.
3. Develops scopes of work and budgets, and serves as COR as required for key evaluation and study contracts to fulfill the terms of the monitoring and evaluation plan, and/or analytical agenda. Performs COR tasks including, but not limited to, (a) monitoring activity implementation and compliance, (b) recommending to the Agreement Officer any needed amendments, (c) operating substantial involvement related duties, (d) ensuring timely release of resources, (e) developing accrued expenditures on a quarterly basis, and (f) establishing and maintaining adequate files.
4. Participates in periodic performance reviews of activities.
5. Reviews implementing partners' annual work plans to ensure overall compliance with the established monitoring and evaluation plans developed to track results expected under the Country Strategic Plan.
6. Performs other tasks as assigned by the Deputy Regional Mission Director that are consistent with the incumbent's skills.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- **Education:** A university postgraduate degree is required, with a major in statistics, economics, demographics, social sciences or related field highly desirable.
- **Work Experience:** Five to seven years in program monitoring and evaluation in West Africa. Work Experience involving quantitative skills such as statistics, econometrics is desirable..
- **Post Entry Training:** Short Term Training to learn USAID's procedures and regulations is required during incumbent's tenure. The incumbent will be expected to receive training and to be certified as a Contract & Agreement Officer's Technical Representative (AOR/COR) within one year of starting the job.



- **Language Skills:** Written and Spoken level IV French and English is required.
- **Knowledge Required by the Position:** The incumbent must have a thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to (a) advise USAID/Senegal Regional Mission and customers on effective approaches, and (b) to write effective analyses of country program or project-specific monitoring and evaluation issues. S/he must also have an excellent knowledge of analytical, and monitoring and evaluation capacities of institutions in Burkina Faso, Niger, Chad, and Mauritania. S/he must be willing to learn relevant USAID procedures and regulations.
- **Skills and Abilities:** The incumbent plans, organizes and executes complex monitoring and evaluation activities. Originality and creative thinking in planning and managing monitoring and evaluation issues is required. The incumbent issues precise and accurate factual reports using rigorous analytical and interpretive skills. S/he maintains program/activity reporting documentation in English. Substantial computer skills are required. Apart from the usual word processing and spreadsheet programs, the incumbent must be able to use at least one statistical software package (e.g. SPSS or SAS), including doing own data entry. The incumbent should have experience in Geographic Information Systems (GIS) using arcGIS or other systems. The incumbent must also have excellent interpersonal skills. S/he must be able to work in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels.
- The incumbent must have excellent communication skills - both writing and speaking, especially in being able to communicate technical subjects to clients with non-technical background. S/he must be able to design and deliver formal trainings in monitoring and evaluation to USAID partners.
- **Supervision Received:** All the works are performed under the general supervision of the USAID/Senegal Regional Program Officer. The USAID/Senegal Regional Program Officer reviews all work for adherence to general policies and procedures. The USAID/Senegal Regional Program Officer provides guidance on overall objectives, priorities, and deadlines. The incumbent's work is accepted as technically accurate without detailed review.
- **Available Guidelines:** USAID Handbooks, ADS, Mission Orders/Notices, and USAID policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities.
- **Exercise of Judgment:** All the works are done independently according to policies, previous training, accepted practice, programmatic guidance provided by the Regional Program Officer, and general guidance provided by USAID's handbooks and ADS. As an expert and professional, substantial reliance is placed on the incumbent to independently plan



and perform the specific activities entailed in carrying out the major duties and responsibilities.

- **Authority to Make Commitments:** The incumbent has no authority to make financial commitments on behalf of the U.S. Government. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.
- **Nature, Level, and Purpose of Contacts:** Develops and maintains an extensive range of professional contacts with business and host country officials and with community leaders for the purpose of obtaining or verifying published and unpublished information related to USAID's program, understanding the monitoring systems used of the GON, GOBF, GOM, and GOC and the capacity of private, non-governmental and research organizations to undertake surveys, analytical research, etc. The incumbent also represents USAID/Senegal Regional Mission to host country officials in Niger, Burkina Faso, Chad and Mauritania, other partners and customers as s/he fulfills her/his other major duties and responsibilities.
- **Supervision Exercised:** The incumbent is not expected to provide any day-to-day supervision
- **Time Required to Perform Full Range of Duties after entry into the Position:** A fully qualified person without USAID experience would require one year on-the-job experience in order to function effectively in this position.

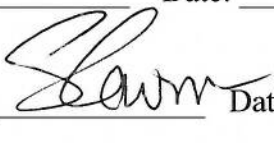
**HOW TO APPLY:** Interested applicants should submit a completed OF-612 form and a complete resume to:

Human Resources Mgt. Specialist.  
USAID/Senegal  
Route des Almadies  
BP.49 Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: April 5, 2013**

**Cleared by:**

Cheryl Bowdre, Program Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Steven T. Cowper, Sup. Reg. Executive Officer:  Date: 3/6/2013